

HOORAY FOR HOPEWELL, INC
POST OFFICE BOX 1353
HOPEWELL, VIRGINIA 23860
PH. 804-452-1822

APRIL 11, 2012

DEAR VENDORS,

THE HOORAY FOR HOPEWELL FESTIVAL BOARD OF DIRECTORS IS NOW DISTRIBUTING VENDOR APPLICATIONS FOR THE 2012 FESTIVAL, WHICH IS PLANNED FOR SATURDAY, SEPTEMBER 22 AND SUNDAY, SEPTEMBER 23, 2012. NO APPLICATIONS WILL BE ACCEPTED AFTER AUGUST 15, 2012, AFTER WHICH ALL APPLICATIONS WILL BE REVIEWED FOR ACCEPTANCE.


ENCLOSED ARE THE APPLICATION ITSELF, VENDOR GUIDELINES, AND MATERIAL FROM THE HEALTH DEPARTMENT OF HOPEWELL AS APPLICABLE.

PLEASE REVIEW ALL MATERIALS BEFORE COMPLETEING THE FORMS AN RETURN THEM TO THE HOORAY OFFICE AT THE ABOVE ADDRESS.

IF YOU HAVE ANY QUESTIONS REGARDING THE FESTIVAL OR THE INFORMATION YOU HAVE RECEIVED IN THIS PACKET, PLEASE CALL THE HOORAY FOR HOPEWELL OFFICE AT 804-452-1822.

THANK YOU FOR YOUR CONTINUED SUPPORT AND INTEREST IN THIS FESTIVAL.

SINCERELY,



SHARON E. HERTZ
VENDOR CO-CHAIRMAN



ANDREA DUNBAR
VENDOR CO-CHAIRMAN

ENCLOSURES

HOORAY FOR HOPEWELL – 2012 VENDOR APPLICATION

ORGANIZATION: _____

CONTACT: _____ EMAIL: _____

ADDRESS: _____

STATE: _____ ZIP: _____ PHONE: _____

WHAT DAYS WOULD YOU LIKE TO PARTICIPATE:

☐ SATURDAY, SEPTEMBER 22, 2012

☐ SUNDAY, SEPTEMBER 23, 2012

☐ I AM AWARE THAT SET UP MUST BE COMPLETED 1 HOUR PRIOR TO FESTIVAL START TIME.

CIVIC/NON-PROFIT: \$35.00 PER DAY PER SPACE

☐ NUMBER OF DAYS times ☐ NUMBER OF SPACES = \$ _____

COMMERCIAL: \$75.00 PER DAY PER SPACE

☐ NUMBER OF DAYS times ☐ NUMBER OF SPACES = \$ _____

ELECTRICITY: \$20.00 PER DAY PER SPACE

☐ NUMBER OF DAYS times ☐ NUMBER OF SPACES = \$ _____

TOTAL AMOUNT DUE: \$ _____

PLEASE NOTE THAT THERE WILL BE A \$25.00 CHARGE FOR ANY SPACE THAT HAS NOT BEEN CLEANED AND INSPECTED BEFORE DEPARTURE FROM FESTIVAL AREA.

PLEASE BE SURE YOU HAVE READ AND UNDERSTAND ALL VENDOR GUIDELINES REGARDING YOUR BOOTH.

☐ I HAVE READ AND AM AWARE OF THE CURRENT VENDOR GUIDELINES FOR THE 2012 HOORAY FOR HOPEWELL FESTIVAL.

☐ I HAVE ENCLOSED A COPY OF THE MENU AND PRICE LIST IF APPLICABLE AND I AM AWARE THAT ANY ITEM ON THE LIST CAN BE DENIED BY THE HOORAY FOR HOPEWELL BOARD OF DIRECTORS.

PLEASE LIST HERE THE AMPERAGE YOU WILL NEED AND WHAT TYPE OF PLUG YOUR POWER CORDS HAVE. (BE AWARE THAT YOU ARE RESPONSIBLE FOR YOUR OWN EXTENSION/POWER CORDS.)

PLEASE BE ADVISED THAT THERE WILL BE NO REFUNDS FOR ANY CANCELLATION DUE TO INCLEMENT WEATHER. ALSO MAKE SURE YOU KEEP A COPY OF ALL INFORMATION, INCLUDING APPLICATION FOR YOUR RECORDS. PLEASE SIGN BELOW THAT YOU HAVE READ AND UNDERSTAND ALL INFORMATION CONTAINED IN THE APPLICATION AND GUIDELINES.

PRINT: _____ SIGN: _____ DATE: _____

HOORAY FOR HOPEWELL – VENDOR GUIDELINES

VENDORS WILL BE LOCATED ON CAWSON STREET AND LIBRARY STREET FOR THE ANNUAL HOORAY FOR HOPEWELL FESTIVAL. ONE SPACE IS 10 FEET BY 10 FEET. IF YOU NEED MORE THAN THAT, YOU WILL HAVE TO GET MORE THAN ONE SPACE. **ALL BOOTHS/TENTS MUST BE SECURED DUE TO THE POSSIBILITY OF HIGH WINDS.** PLEASE MAKE NOTE THAT STAKES CANNOT BE DRIVEN INTO THE ASPHALT OR CONCRETE. ALL FOOD VENDORS **MUST HAVE A TYPE K FIRE EXTINGUISHER ON HAND DURING THE FESTIVAL.** EACH VENDOR IS RESPONSIBLE FOR THEIR OWN LIABILITY INSURANCE AND MUST PROVIDE PROOF OF THAT INSURANCE PRIOR TO THE FESTIVAL. EACH ORGANIZATION/INDIVIDUAL WILL BE ASSIGNED A LOCATION NUMBER.

HOURS:

SATURDAY, SEPTEMBER 22, 2012 (10:00AM – 9:30PM)

SUNDAY, SEPTEMBER 23, 2012 (12:00 NOON – 5:00PM)

SUPPLIES AND IDENTIFICATION:

EACH ORGANIZATION IS RESPONSIBLE FOR FURNISHING THEIR OWN TABLES, CHAIRS, AND ANY OTHER EQUIPMENT/MATERIALS FOR THEIR OWN USE. EACH ORGANIZATION IS REQUIRED TO PROVIDE AN IDENTIFICATION SIGN. **FOOD VENDORS MUST POST A MENU WITH PRICES INCLUDED. NO BEVERAGES OR FOOD MAY BE SOLD IN GLASS CONTAINERS, AND NO MANUFACTURED GOODS CAN BE SOLD. NO SANDWICH BOARD SIGNS ARE TO BE USED.**

APPLICATION

ALL APPLICATIONS MUST BE RETURNED NO LATER THAN AUGUST 15, 2012. **FOR FOOD VENDORS, YOU MUST ALSO INCLUDE YOUR MENU AND PRICE LIST THAT YOU WILL BE USING FOR THE FESTIVAL.**

HEALTH PERMIT:

ALL ORGANIZATIONS SERVING FOOD/BEVERAGES ARE REQUIRED TO OBTAIN A HEALTH PERMIT. ALL ORGANIZATIONS ARE RESPONSIBLE FOR RETURNING PERMIT APPLICATIONS TO THE HEALTH DEPARTMENT. IF YOU HAVE QUESTIONS CONCERNING THIS MATTER, YOU MAY CONTACT THE HOPEWELL HEALTH DEPARTMENT AT 804-458-1297. **HEALTH PERMIT APPLICATIONS MUST BE RETURNED BY AUGUST 15, 2012.**

TAXES AND LICENSES:

A REPRESENTATIVE FROM THE VIRGINIA DEPARTMENT OF TAXATION WILL BE ON SITE FOR THE COLLECTION OF VIRGINIA SALES AND USE TAX.

SETTING UP:

TIMES ARE AS FOLLOWS:

SATURDAY, SEPTEMBER 18, 2012 (6:30AM – 9:00AM)

SUNDAY, SEPTEMBER 19, 2012 (9:00AM – 11:00AM)

ALL ORGANIZATIONS MUST PROVIDE SUFFICIENT PERSONNEL TO **UNLOAD THEIR VEHICLES AND THEN REMOVE THOSE VEHICLES FROM THE FESTIVAL AREA** SO THAT OTHER ORGANIZATIONS CAN SET UP. ON EACH DAY OF SET UP, YOU MUST ARRIVE AT THE FESTIVAL AREA AT LEAST 1 HOUR AND 15 MINUTES PRIOR TO FESTIVAL START TIME OR YOUR VEHICLES WILL NOT BE ALLOWED IN THE FESTIVAL AREA. **YOUR VEHICLE MUST BE REMOVED FROM THE FESTIVAL AREA AT LEAST 1 HOUR PRIOR TO FESTIVAL START TIME.**

CLEAN UP:

EACH ORGANIZATION IS REQUIRED TO POLICE AND KEEP ITS DESIGNATED AREA CLEAN. PLEASE BRING PLASTIC TRASH BAGS FOR THIS PURPOSE. YOU MUST CLEAN YOUR AREA PRIOR TO DEPARTURE. (EX. NO FOOD, NO GREASE, NO TRASH LEFT) PRIOR TO LEAVING THE FESTIVAL, YOUR SPACE MUST BE INSPECTED BY A HOORAY FOR HOPEWELL BOARD MEMBER. SHOULD YOU LEAVE WITHOUT YOUR SPACE BEING INSPECTED, OR YOUR SPACE IS NOT AS CLEAN AS IT WAS WHEN YOU ARRIVED, YOU WILL BE BILLED \$25.00 CLEAN UP FEE. IF NOT PAID, YOU WILL NOT RECEIVE AN APPLICATION FOR THE FESTIVAL THE FOLLOWING YEAR. WASTE WATER TANKS WILL BE AVAILABLE FOR YOUR USE.

ELECTRICITY:

THE ELECTRICAL CHARGE THIS YEAR IS \$20.00 PER 10 FOOT SPACE PER DAY WITH AN ADDITIONAL \$25.00 CHARGE FOR ANY VENDOR NEEDING MORE THAN 30 AMPS OF ELECTRICAL SERVICE. WE DO HOPE THAT YOU UNDERSTAND THAT WE WANT TO PROVIDE YOU WITH ELECTRICITY DURING THE WEEKEND, BUT DUE TO THE LIMITED SUPPLY OF ELECTRICAL SERVICE, ALL ORGANIZATIONS ARE REQUIRED TO COMPLY FULLY WITH THEIR APPLICATIONS. BE SURE TO USE NO MORE ELECTRICAL SERVICE THAN SPECIFIED ON YOUR APPLICATION. SHOULD ANY VENDOR USE MORE THAN THEIR APPLICATION STATED, **THEY WILL BE UNPLUGGED.** ALL BOOTHS WILL BE CHECKED DURING THE FESTIVAL WEEKEND. EACH ELECTRICAL BOOTH OR TRAILER MUST HAVE A DISCONNECT BOX EITHER ONE 15 AMP BREAKER OR A 60 AMP FUSE BOX. ALL VENDORS ARE REQUIRED TO PROVIDE THEIR OWN ELECTRICAL CORDS AND TO DESCRIBE THE PLUG ON THAT CORD ON THE APPLICATION. **ELECTRICAL CORDS MUST BE EXTERIOR RATED.** YOU MUST BE INSPECTED PRIOR TO OPENING. NO GENERATORS WILL BE ALLOWED THIS YEAR DUE TO PROBLEMS AND COMPLAINTS IN PRIOR YEARS.